E-FILING BUSINESS PERSONAL PROPERTY - QUESTIONS & ANSWERS

Q: What do you mean by "E-Filing"?
A: E-Filing Business Personal Property in Maricopa County is simply the submission of an electronic full asset listing that is uploaded into our database for processing by our appraisers. The electronically reported costs, years and descriptions being directly imported into the Assessor's Database eliminate manual input errors while reducing material and processing costs.

Q: Is Maricopa County's E-Filing compatible with our property tax compliance software, (example; PTMS, Vertex, Property Tax Office, PTS Corporate, etc…).
A: The information we are requiring should already exist on whatever system you are using to track your assets. Your system simply needs to be able to extract the basics into a file format compatible with Microsoft Excel.

Q: If we file electronically, does a signed statement need to be returned?
A: Presently, there are no Arizona Revised Statutes that grant electronic signatures for Personal Property filings. The Statutes still required statements to be mailed to you, which must be returned with a signature. We recommend that you scan the signed Property Statement into a PDF document and upload that image file along with your asset listing when E-Filing.

Q: We have multiple locations, do we need a signed statement for each location?
A: First time filers under the E-Filing system need only send one signed statement, along with a cover letter stating that they E-Filed. Once established in our E-Filing system, Property Owners with multiple business locations will receive a single "Cover Statements" for your signature. This Statement will satisfy the signature requirement for all of that business's accounts.

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Q: We intend to proceed with E-Filing and wish to receive our individual Arizona Business Property Statements. Will we receive the forms?
A: After the initial E-Filing process, Property Owners with multiple locations will only receive a Cover Statement that represents all of their accounts. Single business accounts will continue to receive their Business Property Statements. If owners of multiple locations need copies of the individual forms, they may call our office at (602) 506-3386.

Q: Where do we submit the E-Filing?
A: Your Excel file should be uploaded on our website, (http://apps.mcassessor.maricopa.gov/efiling/login.aspx). All users will need to create a profile by clicking "Create Profile" button on the menu bar below the county seal. After creating a new profile, registered users can log into the site from this screen to upload their file(s). If you are experiencing problems, first call our office at 602-506-3386 for assistance. If we cannot resolve the issue, we will provide you an email address where you may submit your asset listing.

Q: We have multiple locations in Maricopa County; do we need to upload a separate file for each location?
A: All locations should be combined onto one spreadsheet/listing as long as each asset is identified at its respective location. Please refer to the preferred format of our sample templates available on our website (http://mcassessor.maricopa.gov/property/business-personal-property/).

Q:* What do you mean by "Multiple Number" and where do I find it?
A:* The "Multiple Number", (Multi #), is generated by our office, and is used to group your locations together under your business name and mailing address. You can find your Multi # in the grey box labeled as "Assessor's Use Only", at the upper right hand corner of your Arizona Business Property Statement and/or Cover Statement.

* Note: Applies only to Property Owners with multiple business locations. Property Owners with only one location should leave these fields blank.

Q:* What do you mean by "Site Number or Location Code"?
A:* Most companies with more than one location will identify each location with some kind of number, or code. We request that number to assist in cross referencing the Personal Property Account Numbers with each physical location. If your company does not use a location numbering system, don't worry about it, we will use the address information instead.

Q: What do you mean by "Asset Number"?
A: Your system may refer to it as an 'Identification Number', a 'Tracking Number' or even as a 'Serial Number'. Basically, your database should already have a tracking system to identify individual assets. The "Asset Number" must be unique to each individual asset.

Q: Do you require a separate listing of our Disposals and New Acquisitions?
A: We require a full asset listing that represents all assets present at the locations as of December 31^{st} of the prior calendar year. If you wish to show the balance by providing the disposals, please list them on a separate page or file. All active assets (including the new acquisitions) should be provided as a single, full listing for all locations.

Q: How should we report new locations?
A: List the new locations in the same data file by typing "new location" in the Account Number column. If you have more than one new location to report, please number them, (new location 1, new location 2, etc…).

Q: How do we identify the locations that have closed?
A: You could place a single line entry for each closed location within your asset listing (omitting the asset details) referencing the date they were closed. Also there is a "Comments" box where you could type a message to identify any locations that may have closed. Please note: failure to identify a closed location for deletion could cause the account to roll forward as a Non-Filer with a 10% late filing penalty.

Q: We have locations that have moved? How do we report the new address?
A: There is a "Comments" box provided where you should identify these changes. Highlighting the updated address in the uploaded file will aid our appraisers in correcting our database, minimizing the possible need to file later for corrections.

Q: Does your E-Filing system mean that we will only receive one Valuation Notice followed by only one Tax Bill?
A: No, our system will continue to maintain the individual Personal Property Account Numbers for each of your locations, each having separate Valuation Notices and Tax Bills.

Q: How does a Property Owner obtain proof of filing using this E-Filing method?
A: After uploading your file, a popup confirmation window will appear. At that time you can copy and save that popup window which identifies the file name you had uploaded. If you did not save a copy of the popup window you may call our office at (602) 506-3386 for confirmation.

Q: What constitutes timely filing using this E-Filing method?
A: The website time stamps the uploaded files. Business property Owners have until midnight of the noticed due date, (or the date identified if an extension is granted), to have their filings confirmed as filed.

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